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Director

State of California—Health and Human Services Agency  
**Department of Health Services**



Governor

May 25, 2006

To: Local Health Officers  
Local Health Executives  
Local Emergency Preparedness Coordinators

Subject: Local Guidance for Application for State of California Pandemic Influenza Funds

This is to advise you of General Fund allocations for local health departments (LHD) to undertake pandemic influenza emergency preparedness and response planning in the current state fiscal year (FY). These funds are intended to enable LHDs to plan for a pandemic influenza and include:

- Development of a local jurisdiction pandemic influenza preparedness and response plan consistent with state guidance
- Public health preparedness for an influenza pandemic
- Laboratory surge capacity
- Coordination of healthcare surge capacity including alternate care sites
- Risk communication coordination
- Surveillance and epidemiological response capability
- Coordination of social distancing and quarantine actions
- Distribution and dispensing of antivirals and vaccines

**These funds must be encumbered by June 30, 2006 by a signed agreement between each LHD and the California Department of Health Services (CDHS). Although LHDs will have two years to liquidate this encumbrance, any funds not encumbered by June 30, 2006 will revert to the General Fund.**

Allocation Methodology

The Governor's January Budget requested state funds for all LHDs for pandemic influenza preparedness, \$4.5 million in the current state fiscal year, and \$16 million for FY 2006-07 and ongoing. The current year request of \$4.5 million has been enacted through Senate Bill (SB) 409. The FY 2006-07 request is pending budget deliberations of next year's budget.

Enclosure I provides a spreadsheet showing each LHD allocation for the current year as well as what can be anticipated on an ongoing annual basis if the \$16 million dollars in the Governor's Budget is approved. The allocations were developed using the annual funding calculation of a \$100,000 base and a population-based share of the remaining funds. To determine the current year allocation, CDHS calculated 28 percent of the annual allocation (\$4.5 million/\$16 million). If legislative action adjusts the allocation formula in FY 2006-07 such as increasing the base from \$100,000 to \$150,000, annual allocations will be recalculated.

#### Local Agreements

Enclosure II (Agreement Amendment) is the CDHS-LHD agreement for these funds. It is an amendment to the 2005-06 CDC Public Health Emergency Preparedness Funding Grant Agreement, although it will be necessary for LHDs to separately account for expenditure of the CDC and General Fund monies.

#### Scope of Work

In order to meet the intended purpose of the SB 409 funds and state contracting requirements while expediting the encumbrance of these funds to LHDs, CDHS has identified the following scope of work that is further delineated in Enclosure III.

- Provide the name of a Pandemic Influenza Planning Coordinator by June 30, 2006.
- Complete the CDC Pandemic Influenza Planning Self-Assessment—Local Public Health checklist by June 30, 2006.
- Provide evidence of attendance at a regional technical assistance meeting conducted by CDHS in June 2006.
- Plan and convene a local Pandemic Influenza Preparedness Coordinating Committee by October 16, 2006.
- Continue developing a Pandemic Influenza Emergency Preparedness Plan for your local jurisdiction by September 29, 2006, using the pandemic influenza planning template to be provided by CDHS by June 20, 2006.
- Conduct or participate in a pandemic influenza table top by January 31, 2007.
- Plan a large-scale pandemic influenza exercise by January 31, 2007.
- Assess healthcare surge capacity in your local jurisdiction and provide a list of alternate care sites under consideration for surge patients by September 29, 2006 and describe how expansion to alternate care sites will be prioritized.
- Identify employers, community groups, and other stakeholders to be engaged in pandemic influenza preparedness planning by September 29, 2006.

The procedure for applying for the state pandemic influenza preparedness funds follows.

Reimbursement to LHDs

CDHS will reimburse LHDs based on receipt of an invoice for completion of pandemic influenza emergency preparedness products. No reimbursements will be made until CDHS has received the projected budget. Enclosure III shows the percentage of the total allocation that will be paid based on receipt of an invoice for completion and submission of the work products. LHDs will have until April 30, 2008 to submit invoices against this allocation.

Applications

LHDs must complete and return a signed copy of the Agreement Amendment, Amended Work Plan, and Budget. The Amended Work Plan and Budget can be submitted to CDHS electronically at [lhbtprog@dhs.ca.gov](mailto:lhbtprog@dhs.ca.gov). The signed Agreement Amendment must be submitted in hard copy. Given the very short time frame for allocating these funds, CDHS will accept agreements signed by a designated senior manager of the local health department.

The Agreement Amendment and Amended Work Plan must be received no later than June 26, 2006 so that funds can be encumbered by June 30, 2006. **Failure to provide a signed Agreement Amendment by June 30, 2006 will cause the LHD portion of SB 409 funds to revert to the General Fund.**

To support the LHD's ability to meet the application deadlines, the California State Association of Counties (CSAC) will send a message to the Chairs of County Boards of Supervisors with a copy to County Executives. CDHS will also send a letter to County Executives and Chairs of Boards of Supervisors emphasizing the short period of time to complete the application.

Please direct any questions you may have to your CDHS Emergency Preparedness Office Project Officer. Project Officer contact information for all regions is shown on Enclosure VII in the application guidance materials.

Sincerely,

Elisabeth H. Lyman, Deputy Director  
Public Health Emergency Preparedness

Enclosures